**DREAM BIG**

*With God all things are possible Matthew 19:26*

**Person Specification**

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| --- | --- | --- | --- |
| Qualifications | AAT / equivalent financial qualification / qualified by experience in finance, accounting or business administration | Essential | Application/ Interview/Certification |
| ECDL | Desirable | Application/Interview/Certification |
| Recognised school business manager qualifications such as the, Certificate of School Business Management (CSBM) or Diploma of School Business Management (DSBM) | Desirable | Application/ Interview/ Certification |
| Experience | Experience of business and financial management of resources including budget and financial planning. | Essential | Application/Interview |
| Working with people | Essential | Application/ Interview |
| Working to deadlines | Essential | Application/ Interview/ Certification |
| Working in a school/educational setting | Desirable | Application/ Interview |
| Project Management | Desirable | Application/ Interview |
| Management and leadership of staff including appraisal and performance management | Desirable | Application/ Interview |
| Management of data protection in line with GDPR and adherence to confidentiality regulations. | Desirable | Application/ Interview |
| Knowledge/Skill/Aptitude | Good working knowledge of Microsoft Office | Essential | Application/ Interview |
| Strong organisational and communication skills | Essential | Application/ Interview |
| Strong record keeping skills | Essential | Application/ Interview |
| Strong ICT skills | Essential | Application/ Interview |
| School/Pupil focused | Essential | Application/ Interview |
| Flexible | Essential | Application/ Interview |
| Self-motivated/able to prioritise/use initiative | Essential | Application/ Interview |
| Able to present financial information to non-finance individuals/groups | Essential | Application/ Interview |
| Able to work under pressure and to deadlines | Essential | Application/ Interview |
| Problem-solver | Essential | Application/ Interview |
| Understanding of HR issues  | Desirable | Application/ Interview |
| Understanding of school office processes and awareness of reporting cycles | Desirable | Application/ Interview |
| Understanding of how to use SIMs and HCSS (training will be provided) | Desirable | Application/ Interview |
| A knowledge of Early Years Funding  | Desirable | Application/ Interview |
| Other  | Enhanced DBS | Essential | Certification |
| Able to maintain confidentiality | Essential | Application/ Interview |
| Can-do attitude | Essential | Application/ Interview |
| Able to think and act strategically | Essential | Application/ Interview |
| Confident / able to challenge | Essential | Application/ Interview |
| Sense of humour | Essential | Application/ Interview |
| Support the ethos of a Christian school | Essential | Application/ Interview |
| Commitment to developing positive relationships with pupils and families | Essential | Application/ Interview |
| Willingness to work flexible hours when necessary (for example during Governing Body meetings and school events) | Essential | Application/ Interview |

*Employees of Chester Diocesan Academies Trust must support and work within the broad Christian values of the Trust.*

*Employees of Chester Diocesan Academies Trust must place the welfare, safeguarding and education at the heart of their role.*